Instructions

Fill out the electronic copy of the Story Time Weekly Test Record

Purpose: To record your homeroom students’ various test scores in reading skills. Not all Tiers are tested each week.

Use: Bring this form to your weekly progress meetings to monitor students for movement between Tiers.

Storage: Keep in your Student Data Binder at end of month.

**Save a copy of the file for your class this month:**

1. Double-click on the file *Story Time Weekly Test Record*.
2. Single-click on the Office Button (circle at upper left corner with the four colorful square lines in it.)
3. Single-click on Save As…
   1. Single-click first choice “Word Document”
   2. Click on My Documents located in middle of list on the left
   3. In the *File name* box (located near the middle of the screen)
      1. Name the file something meaningful such as: June Zahn ST Weekly Test Record

Enter Data

1. Enter Basics
   1. Teacher – You for your class
   2. Lesson #s – Enter the lessons these tests cover
   3. Month – Current month
2. Student Name – Enter every student in your class. (BTW: Save As… here as you template after you’ve entered all your students’ names to save yourself re-entering the names again for next month!)
3. Scores
   1. Single-click on the box in which you will enter the student’s score
   2. Type “=” <score> “/” <possible>
      1. So if your student scored 5 correct out of 6 possible, you will type “=5/6” (without the quotation marks)
   3. A percentage should be calculated and displayed for you.
   4. (Purely optional) You may want to flag some students. Click on the score you would like highlighted, then click on the highlight icon – you could even highlight in different colors.

End of month:

* Print out and store in Student Data Binder